



❖ CAREER EXECUTIVE ASSIGNMENT ❖

EXAMINATION ANNOUNCEMENT

Department: Water Resources
Position Title: Chief Safety Officer (Level 3)
Salary Range: \$8594 - \$9476 (Maximum rate for engineers is \$13,381)
Final Filing Date: February 4, 2013

DUTIES/RESPONSIBILITIES:

Under general direction of the Chief Deputy Director and Director, the Chief Safety Officer will provide leadership and support in helping DWR achieve and maintain a world-class safety system. Responsible for the overall coordination and implementation of DWR safety programs to assure compliance with applicable safety laws and regulations and conformance to DWR safety policies and procedures. Responsible for the development and implementation of proactive processes to prevent work-related injuries for DWR employees, and those who work for and with DWR. Provide direct supervision of staff assigned to the Safety Office and provide general direction of other safety personnel within DWR. Serve as the Department's Policy Advisor on Safety. Champion the establishment, implementation, integration, and continual improvement of DWR's safety management system. Interface with DWR management and employees at all levels within the organization to encourage management leadership and commitment to the safety programs and empower employees to become involved in the safety programs. Interface with the Chief Deputy Director, Deputy Directors, Division Chiefs, and other levels of DWR management to develop organizational goals related to safety performance and assist in the allocation of organizational resources towards achievement of those goals. Identify legal requirements, regulatory standards, and industry best practices that will assist DWR in meeting its organizational goals, including compliance with applicable federal, state, and local laws and codes governing safety, and the development and maintenance of a world class safety management system.

EXAMINATION INFORMATION:

The examination process will consist of an application and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. **The results of this examination will be used to fill the Chief Safety Officer position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. Each candidate will be ranked competitively and notified of their results.**

Applicants should take special care in accurately and completely filling out a Standard State Application (STD 678) by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. The **"Statement of Qualifications" should not exceed two pages in length.** It should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the Chief Safety Officer position. **Specific examples must be provided.** The Statement of Qualifications should be typed, should not exceed two pages in length, with standard margins and 12 point font size. Resumes and/or cover letters do not take the place of a Statement of Qualifications. Applicants who fail to submit a Standard State Application (STD. 678), and the Statement of Qualifications will be eliminated from this examination process. A copy of the DD214 or other official discharge documents must be submitted if qualifying under Pattern IV.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.

(2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

DESIRABLE QUALIFICATIONS:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Demonstrated extensive knowledge and understanding of the principles and practices of industrial safety, accident prevention, maintenance, construction, electrical and industrial engineering.
- Demonstrated extensive knowledge and understanding of applicable government regulations, safety compliance and industrial hygiene; standards relating to work safety; vehicle and construction equipment safety; automotive safety; accident investigation and reporting procedures.
- Demonstrated extensive knowledge of program and personnel management; Title 8 of the California Administrative Code and applicable provisions of the Labor Code and the Health and Safety Code; applicable sections of federal laws and regulations; and Cal/OSHA requirements.
- Possession of a safety-related, environmental science, or engineering (or related) degree from an accredited college or university.
- Certified, or eligible to be certified, as a Safety Professional (CSP) by Board of Certified Safety Professionals or Certified Industrial Hygienist (CIH) by American Board of Industrial Hygiene.
- Demonstrated ability to confer with executive management, managers, supervisors, program safety representatives, Health and Safety Office, public agencies, Federal and State agencies.
- Demonstrated strategic thinking abilities, understanding of organizational behavior, ability to work on a team, passion, drive, and the ability to self-start.

HOW TO APPLY:

All interested applicants must submit a standard State application (STD Form 678) and a two-page "Statement of Qualifications" to the attention of Elaine Hall, Department of Water Resources, P.O. Box 942836, 1416 9th Street, Sacramento, CA 94236-0001, by the final filing date, **February 4, 2013 by 4:30 p.m.** **Applicants who fail to submit an Application and a Statement of Qualifications will be eliminated from the examination.** Applications must have an original signature. Faxed or emailed applications will not be accepted for any reason. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin.

Questions concerning this examination process should be directed to Elaine Hall, Manager, Selection Services at (916) 653-7807.

**California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD Telephones 1-800-735-2929
From Voice Telephones: 1-800-735-2922**